



# Hamelin Trust

*Supporting disabled people*

## JOB DESCRIPTION

<b>Job Title:</b>	Cook/Housekeeper
<b>Accountable to:</b>	Senior staff within Hamelin Trust
<b>Location:</b>	Hamelin House, Billericay
<b>Grade:</b>	1
<b>Hours:</b>	35 hours per fortnight on a rota basis covering weekday shifts of alternately 1pm-6pm and 3pm – 8pm and alternate weekend shifts of 9am to 2pm

### Job Summary

- To prepare meals for the children, and staff at Hamelin House.
- To provide cleaning ensuring high standards of hygiene are maintained.
- To recognise responsibility within your role for safeguarding children guidance and to follow procedures for safeguarding children as detailed in this document.

### Cook - main duties and responsibilities

- To prepare the evening meal Monday to Friday and lunchtimes Saturday and Sunday for the children and staff volunteers and students at Hamelin House according to the planned menu.
- To adhere to children's diet cards and to prepare an alternative meal from the planned menu to accommodate children's specific dietary requirements and food likes/dislikes.
- To plan a varied menu of meals to ensure that healthy eating is established and maintained using fresh produce.
- To ensure there is adequate food keep at Hamelin House at all times, shopping for provisions when required
- To assist in the rotation of food stocks.
- To keep the kitchen a safe and hygienic place to work, and leave the kitchen clean and tidy. This involves washing down work surfaces, cleaning sinks, loading and unloading of dishwasher, wiping out the microwave, cleaning the cooker, emptying the kitchen bin, sweeping and washing kitchen floor.
- To regularly defrost the freezer.

- Check all food stuff in the fridge is in date and disposing of any foodstuff over twenty four hours old, which has been saved from previous day.
- To comply with all Health & Safety Guidelines in relation to food safety and working within the guidelines of Food Standards Agency (Safer Food Better Business).
- To participate in regular cooks meetings.
- To attend relevant training courses when these are available and recommended by the line managers.

### **Housekeeper - main duties and responsibilities**

- Wipe clean tables, chairs and other surfaces in the dining room, wash floor and empty bin.
- Vacuum throughout the house.
- Dust and polish throughout the house.
- Clean upstairs bathrooms and mop floors and clean downstairs toilets and wash basins
- Empty and clean waste paper and kitchen bins throughout the house
- Load dishwasher and wash up as necessary following the children's evening meal.
- Clean kitchen surfaces and mop kitchen floor.
- Check and refill dispensers throughout the house.
- Clean microwave and fridge whenever necessary.
- Empty and clean kitchen and waste paper bins throughout the house and external office.
- Additional specific duties time permitting on a rota basis includes high dusting washing paintwork, cleaning soft play equipment cleaning windows and wiping walls.

### **General**

- To be responsive of the need to safeguard service users, ensuring their safety and welfare is paramount and promoted at all times in all areas of practice.
- To keep well informed of and support others in the regulatory function of the care and support services and adhere to relevant legislation such as Health and Safety Act, Road Traffic Act, Data Protection Act etc. This list is not exhaustive
- To maintain a professional approach at all times and to adhere to the policies and procedures of Hamelin Trust.

- To inform line managers immediately of any issues of concerns or complaints – including safeguarding concerns and accidents/incidents that may endanger the safety of children.
- To ensure that all appropriate records required by the Trust are maintained.
- Familiar with, and abide by, all relevant Trust Safeguarding and Whistleblowing Policies.

### Training and Meetings

- Attending relevant training courses and staff development programmes when these are made available by Senior Staff.
- Active involvement in supervision, appraisal and personal development.
- Actively participate in the induction of new employees
- To maintain effective communication, staff are expected to attend regular meetings
- All staff are expected to work in co-operation with: -
  - Hamelin Trusts Executives and senior management, staff, volunteers, consultants and students
  - Staff from other agencies eg social workers, training providers such as Hamelin Trusts training team or NPTC or City and Guilds, employment advisors, health care professionals
  - Members of all professionals sharing responsibility for the well being of service users.

### Any Other Duties

- The duties and responsibilities listed above are an outline only and may therefore alter from time to time in accordance with service needs and legislative requirements. Staff are therefore expected to carry out any duties assigned by management which could reasonably fall within the scope of the job role.

### Important Notes

**All staff will be expected to work flexibly across the Trust. Staff will have a link based service but may also be required to work within their role at other Trust services if required.**

**Read and Agreed by Post Holder:** -----